

Acknowledgment of Requests

1. Are acknowledgment letters sent to Congress when requests are received for legislative reports? Yes _____. No .
- 1a. Are such letters sent to the Budget Bureau when that agency asks the views of your department on a legislative proposal? Yes _____. No _____. N/A
- 1b. If such acknowledgments are made, are the letters typed individually or are form letters processed in advance? Individual _____. Form _____. N/A
- 1c. If the latter, is the signature also processed in advance or is each form letter signed individually? Processed _____. Individually _____. N/A
- 1d. What official or officials sign such acknowledgment letters, whether individually or processed? _____ N/A

Processing Copies of Reports

2. To what extent do you process copies of your reports for use of the committees? NOT NORMALLY PROCESSED TO OTHER COMMITTEES.
- 2a. Is this done centrally or by the appropriate program agencies of your department? Centrally _____. By program agencies _____. N/A
- 2b. Is the processing done after the signed report is sent to Congress, at the same time the signed report is submitted, or at the time the report is originally prepared? After _____. Same time _____. When prepared _____. N/A
- 2c. What process is used -- mimeograph, multilith, one of the new photo-copying machines, an automatic typewriter with a tape, or other process? N/A

Clearance with the Budget Bureau

3. What official or officials sign letters to the Budget Bureau requesting clearance of reports? LC _____.
- 3a. Is a form letter used? Yes _____. No .
4. Is the anticipated Budget Bureau clearance paragraph typed onto the report at the time it is originally written, or is this added following Budget Bureau clearance? When written . After clearance _____.
depends upon the report
5. Are reports to Congress signed before being submitted to the Budget Bureau for clearance and then held in a pending file, or are the reports signed following Budget Bureau clearance? Before _____. After _____.
depends upon the report
- 5a. If before, what procedure do you have to insure that the reports are not sent to Congress prematurely, i. e., at the time they are signed?
RETAINED BY LC UNTIL CLEARANCE RECEIVED.

- 5b. Also, are the reports dated at the time copies are sent to the Budget Bureau for clearance, or at the time the reports are transmitted to Congress? Budget Bureau _____. Congress .

Release of Copies of Reports

6. Are copies of your reports released to persons other than the addressees except upon request? Yes _____. No _____. *depends upon nature of report.*

- 6a. Who are eligible to get copies upon request?

See above

- 6b. Do you check with committee staffs before sending copies to authors and others? Yes _____. No . If so, how do you handle this matter?
WITH FEW EXCEPTIONS

- 6c. Do you send copies regularly to ranking minority members of committees? Yes _____. No .

- 6d. Do you send copies to such ranking members only if they request this service? Yes . No _____. *Draft reports are frequently prepared in all offices.*

- General
7. Are rough drafts of your reports routed around the department for review before the reports are typed in clean form with the usual number of copies? Yes _____. No _____. Or is a clean copy typed with carbons before the reviews begin? Yes _____. No _____. *Draft reports are frequently prepared in all offices.*

8. Are the reports typed in the program agencies of the department or in a central office? Agencies _____. Central office .

9. Do you have a system for determining Secretarial policy prior to the drafting of a report? Yes . No _____. *L.C.*

- 9a. If so, please briefly summarize the system.

_____.

- 9b. Does the system apply to all reports or only to the more important cases? All _____. More important .

- 9c. If the latter, what official or officials determine which cases are important enough to warrant preliminary policy determinations?

_____.

10. What techniques do you use to insure that deadlines are met and that reports are not unduly delayed?

5x8 tickler cards, checked each day

_____.

11. What official or officials normally sign legislative reports; i.e., do the appropriate Assistant Secretaries, or the Under Secretary, or the Secretary? Director or L.C.

12. Do you try to answer all requests for reports, or do you generally prepare reports only on proposals which are likely to be considered during the current Congress? All ✓. Part _____.

12a. If the latter, how do you decide which cases are likely to be considered? N/A

13. If you have unanswered requests for legislative reports at the time the second regular session of Congress adjourns sine die, what practice do you follow; i. e., do you cancel these cases, or go ahead and submit the reports after adjournment, or are you selective? If selective, how do you determine which reports to submit? This circumstance
normally should not occur but if it did report
would be submitted upon BOB clearance.

14. If your department has developed any procedures on this general subject which have improved your operations and which you would be willing to share with the rest of us, would you please describe them briefly on a separate sheet?

Signature JS John S. Warner
Legislative Counsel

Department or agency CIA

Date 2 NOV 1960

9.a. In view of the relatively small amount of legislative reporting carried on by CIA, "Secretarial policy" concerning pending legislation is determined without the necessity of a ~~highly~~-formalized system, depending subject matter involved.

14. As indicated in 9.a. above, this Agency is not called upon to submit a large volume of legislative reports to the Congress and it generally does not submit a formal Agency legislative program. For these reasons it has not been necessary for us to develop more than the most basic procedures for legislative reporting. However, we would be interested in receiving a summary of the answers to your questionnaire for our general information and future reference.

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington 25, D. C.

Office of Budget and Finance

September 12, 1960

MEMORANDUM TO DEPARTMENTAL LEGISLATIVE REPORTING OFFICERS --

(as noted in the Budget Bureau's mimeographed list of "Liaison officers in the departments and agencies designated to handle pending legislation and reports on enrolled bills")

During recent years, as you know, the legislative reporting function has developed considerably in the various departments and agencies. Several people have written articles dealing with the function as such. For example, such an article by myself appeared in the winter 1946 issue of the Public Administration Review, based on experience I have had in this field since 1939. But very little information is available, within the departments and agencies, regarding the routine procedures of the other departments and agencies for preparing and handling their legislative reports.

In view of the recent revision of Budget Bureau Circular A-19, we are now analyzing the procedures of this Department and expect to revise our Regulations in the near future. In connection with this effort, information on the legislative reporting procedures of other departments would be of great value, and I believe the same thing is true as far as other departments are concerned. It is probable that various departments have developed procedures that could be used profitably, with or without modification, in other departments. Since most departments now make hundreds of legislative reports a year, a great deal of paper work is involved, so even a small change in procedures could be significant. To the extent that ways might be found to simplify and improve the paper work, the legislative reporting function could become more useful to all concerned and there could be savings in time, effort, and expense.

On the basis of questions which have concerned this Department and questions which some of you have asked me from time to time, I have developed the attached list. I shall appreciate it if you or one of your staff members will take a few moments to answer the questions in this questionnaire. Please send me one copy of the answers, in the attached self-addressed envelope, as soon as feasible. If you prefer not to answer some of the questions exactly as set forth but would be willing for me to call you or one of your staff members so we could talk about these points, please so indicate. Please list any additional questions you may have, and I shall plan to circulate those questions on a supplemental questionnaire.

The answers of all of us will then be summarized and distributed to you for possible assistance in analyzing your own procedures. The information will not be published. I am seeking this information in connection with the analysis of the procedures of this Department, but am offering to send you copies in order to encourage your co-operation. The study will not be profound, and I do not expect it to take much of my time or yours. But I believe it will have real value, if all of us will co-operate in it.

Carl R. Sapp

Chief, Division of
Legislative Reporting